











Light indicating voice messages received or callback requests.

Preprogrammed keys

-  Access the various mail services.
-  Access your personal directory.
-  Hold a three-way conference.
-  Be called back automatically.
-  Divert your calls to another terminal.
-  Automatically redial the last number dialed.
-  Cancel a broker call.
-  Pick up an incoming call to another telephone.

Installing the programmable key label

A printed label is supplied with the terminal. This should be installed beneath the programmable keys.



1. Insert a flat "blade" into the slot (1 slot per key block).
2. Raise the cover.
3. Slide the printed label into position.
4. Replace the cover.

Warning

The earcap region of this telephone may attract and retain small metallic objects.

Guarantee and clauses

We, Alcatel Business Systems, hereby declare that we assume the Alcatel First Reflexes product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council.

Any unauthorised modification to the product shall render this declaration of compliance null and void. A copy of the original of this declaration of compliance can be obtained by post from :


Alcatel Business Systems - Technical Services - Approvals Manager
1, route du Dr. Albert Schweitzer - F 67408 Illkirch Cedex - France



Using your telephone

Making a call

-  lift the receiver
-  dial the number for your call

 *To make an external call, dial the outside line access code before dialling your correspondent's number.*

Receiving a call



lift the receiver

Redialling



lift the receiver



redial

Requesting automatic callback if internal number is busy



number busy



callback



hang up

Directory

Programming your personal directory

Create your directory using the 10 keys (0 to 9) on the keypad.



lift the receiver



code for function "Customisation"



0 to 9



internal or outside number to be entered



hang up

Calling from your personal directory



lift the receiver



directory



directory number required (0 to 9)

Divert your calls to another number



lift the receiver

number called

Diverting your calls to your voice message service



lift the receiver

Activate/disable the personal assistant

As well as leaving a message in the voice mailbox, the personal assistant directs the caller to an extension number, an outside number, a mobile or the switchboard.



lift the receiver

code for function
"Customisation"

personal assistant



OR



to activate personal assistant

to deactivate personal assistant

apply

During a conversation

Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine. The function is automatically cancelled when you hang up.

during a conversation



"DTMF End-to-End"
function code

same key to cancel

Calling a second person during a conversation

During a conversation, to call a second person.



the first call is on hold



dial

cancel second call

Receiving a second call

During a conversation, another person is trying to call you.



the first call is on hold

code for function
"Consultation of call on hold"

Switching between two calls (Broker call)

During a conversation, a second call is on hold.
To accept the second call:



the first call is on hold

code for function
"Broker call"

Transferring a call

During a conversation, to transfer the call to another number.



number called

hang up

Three-way conference

During a conversation, a second call is on hold.



call transfer

same key to cancel

Voice message service

Initializing your voice mailbox

light flashes



enter your personal code then record your name according to voice guide instructions

lift the receiver



As long as your voice mailbox has not been initialized, personal code is 1515.

Modifying your personal code

Your personal code is used to access your voice mailbox and to lock your telephone.



lift the receiver

code for function
"Customisation"

options

personal code



old code
(4 digits)

new code
(4 digits)

apply

Consulting your voice mailbox

The light indicates that messages have been received.



message broadcasting

lift the receiver

personal code

1: listen to the message again 2: delete the message.
3: call sender of message.
4 and 5: select a message.
6: copy the message.

keys "1" to "6"

Customising your voice greeting

You can replace the greeting message by a personal message.



lift the receiver

code for function
"Customisation"

voice message service



recording



end of recording

apply



to return to the default message

hang up

Customize your terminal

Adjusting the audio functions



lift the receiver

code for function
"Customisation"

press repeatedly on



OR



choose ringer

choose volume



hang up